

Worksheet to Help You Get Started on Program Design, Implementation, and Evaluation

This worksheet was adapted from [*The Whole Worker: Guidelines for Integrating Occupational Health and Safety with Workplace Wellness Programs*](#) by Commission on Health and Safety and Workers' Compensation in the California Department of Industrial Relations.

1. What are the issues at your workplace?

Conduct a Workplace Health Assessment, gathering information from various sources:

- ☐ Site visits
- ☐ Employee surveys
- ☐ Health benefits
- ☐ Health care claims
- ☐ CDC Health Score Card

For more information about how to conduct a workplace health assessment, see the [CDC National Healthy Worksite Program](#)

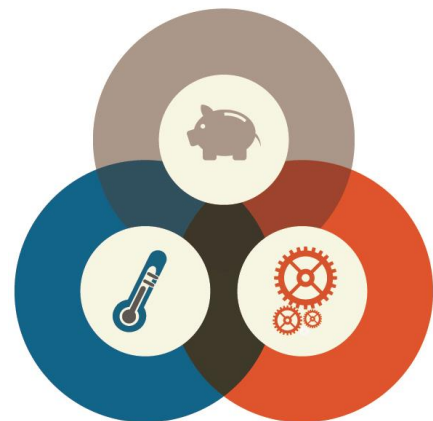
2. Choose the issue (or issues) to be addressed

Why was this issue selected?

- ☐ High interest to your workforce?
- ☐ Shown to be a high cost factor?
- ☐ Other?

3. Who will be involved?

- ☐ Management
- ☐ Workforce
- ☐ Loss control
- ☐ Workers' compensation
- ☐ Employee health
- ☐ Occupational safety and health
- ☐ Other?



4. Brainstorm options:

Organization-related risks:

- ☐ How can we make the workplace safer and healthier?

Individual-related risks:

- ☐ How can we support individual wellness efforts?

5. Prioritize options from the organizational and individual categories

Criteria to consider:

- ☐ Cost-effectiveness of the option
- ☐ Staff commitment necessary
- ☐ Length of time needed to implement
- ☐ Evidence base behind the option

6. Identify resources

What resources are available? What resources are needed?

- ☐ Funds
- ☐ Personnel
- ☐ Buy-in
- ☐ Partners

What are the barriers, and how can they be addressed?

7. Set up a workplan and timeline

Does everyone involved in the workplan have a clear idea of their role and expectations?

8. Evaluation

How will we measure success or return on investment?

- ☐ Participation rates
- ☐ Engagement or retention rates
- ☐ Injury/illness rates
- ☐ Workers compensation costs
- ☐ Medical costs
- ☐ Turnover
- ☐ Sick leave, etc.